

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

COMMITTEE CHAIRMEN JOB DESCRIPTIONS

NOTE: TFGC Committee Chairmen job descriptions are an outline of the chairmen duties. Additional information in the form of rules, guidelines, procedures and forms come directly from the Committee Chairman by request of a TFGC member. **Committee Chairmen may request a co-chairman or co-chairmen, as needed.** Abbreviations throughout this document are as follows:

Tennessee Federation of Garden Clubs, Inc. --- TFGC	Endowment Trust Fund---ETF
TFGC Headquarters --- TFGC Headquarters/Racheff	<i>The Volunteer Gardener</i> ---TVG
Ivan Racheff House and Gardens --- IRH&G/Racheff	<i>The National Gardener</i> ---TNG
National Garden Clubs, Inc. --- NGC	Flower Show---FS
Deep South Garden Clubs, Inc --- DSGC	Flower Show Judges---FSJ
NGC Handbook for Flower Shows---Handbook	Vision of Beauty Calendars---VOB
Tennessee Council of Nationally Accredited Flower Show Judges---TFGC Judges Council/TCNAFSJ	

Refer to NGC, DSGC and TFGC websites for award forms to download or print, award rules and the offered awards. For award questions, contact the TFGC Awards Chairman.

ADOPT-A-PARK: This Chairman shall promote participation by encouraging clubs to establish new parks: state, city, pocket, mini, subdivision, or neighborhood. This includes improving or developing areas in existing parks, such as adding a bird sanctuary or nature trails and encouraging Arbor Day and wildflower plantings.

ADVERTISING ASSISTANT: This Chairman will work with *The Volunteer Gardener* Editor by seeking advertisements and funds for publication in TVG. A rate sheet and a copy of the publication can be sent to prospective advertisers. Upon agreement, advertisers are responsible for a camera-ready copy to be submitted as digital files to this Chairman to forward to the Editor. Members suggesting advertisers, please send to this Chairman the following: company name, the name of the contact person, telephone number, address with nine (9) digit zip code, and the product or service to be advertised. The name and address of this Chairman and the ad copy deadlines are listed in TVG. This Chairman may appoint a person in each District to work on advertising.

AIR QUALITY: This Chairman's goal is to provide information to the local garden club members about air pollution, the causes and potential treatment to solve the problems. Said Chairman shall stay informed regarding the problems of air pollution (such as auto emissions, tobacco smoke, energy efficient sealed buildings and homes, aerosol containers, cleaning products and radon) and pass on information to combat these problems (such as planting trees, recycling, driving less, carpooling, support and use of renewable energy sources, consuming less, use of houseplants and education) to the districts and clubs. The Chairman shall actively seek the involvement of other groups interested in safeguarding the air and give advice to districts and clubs on ways they may help by supporting legislation.

ARBORETA AND BOTANTICAL GARDENS: This Chairman shall maintain and update lists of Arboreta, Botanical Gardens and open gardens both public and private. These may include Memorial Gardens, house and garden tours, wildflower hikes, nature trails, historic sites, scenic routes, and State and National Parks. The list shall include the name, address, when they may be visited, and the price of admission, if any. Said Chairman

shall distribute this information through the districts and shall encourage each club to visit one or more sites per year. Appropriate displays should be set up at the TFGC Convention and District Meetings promoting the interesting sites available for visitation. The Chairman shall coordinate the work of the state committees whose areas of work interrelate with that of the directors of arboreta and botanical gardens and shall arrange for at least one meeting with this group during the two-year period of this chairmanship.

ARCHIVIST: The Archivist has the duty of assisting the Historian in gathering materials about TFGC and placing them in the IRH&G/Racheff Archives so that they will be available to the membership. The Archivist will secure hard bound covers of *The Volunteer Gardener* for files at TFGC Headquarters/Racheff when enough volumes have been collected to warrant binding. This Chairman shall catalog information for easy accessibility and shall submit a short Tennessee history to DSGC and NGC, when requested.

AWARDS: The Awards Chairman shall encourage clubs to apply for TFGC, DSGC and NGC Awards. All judging is to take place between January 1st and January 10th, and this chairman is to notify members of the time and place. This chairman is responsible to forward ALL applications to NGC and DSGC. The awards committee shall consist of the following: TFGC Awards Chairman, Four District Awards Chairman, President Elect, First-Vice President, Flower Show Schools Chairman, FS Judges Credentials Chairman, immediate past Awards Chairman, and other TFGC Committee Chairmen as deemed necessary. Plus, the TFGC President should be there to sign the award forms. The BOE judges shall recommend where the BOE should be sent to NGC or DSGC.

1. This Chairman shall obtain all current NGC, DSGC and TFGC application forms and distribute to the four district directors and district awards chairmen. The Chairman shall obtain all current special awards information and distribute to each district. All forms and special awards information is online at the NGC and TFGC websites and shall be updated by this Chairman.
2. In 2019, the Awards Chairman placed the TFGC Award Rules and Flower Show Award Rules in a manual, “**Awards Manual**” along with the NGC and DSGC Special Project information. Award Manuals are given to the District Directors and the award list, rules and application are on the TFGC Website. This Chairman will update the manual, as well as special project information before the first board meeting of a new administration. The **awards year** is January 1 through December 31. All applications are to be received no later than January 1. There are exceptions so note each awards deadline.
3. Any individual, group or club who wishes to add a **new award** must apply in writing to the Awards Committee. Payment for the new award must be specifically established. After approval by the awards committee, the award will be presented to the Executive Committee and then the Board of Directors for approval. This chairman presents the specifications for NGC, DSGC and TFGC, Awards at the Post Convention Board Meeting. The approved awards are then published in the Awards Manuals and on the TFGC website for distribution to the clubs no later than the President’s meetings.
4. **District Awards:** The District Awards chairmen will form a committee to evaluate Club ratings, judge any district awards and judge any Junior Standard Award. The chairmen will make a list of the placings and send to the State Awards Chairman by February 1.
5. **Flower Shows:** ALL clubs having a flower show send to the TFGC Awards Chairman and the TFGC FS State Evaluations Chairman a “Letter of Intent”. After receiving the letter of intent, the awards chairman will send to the club a “Flower Show Packet” which will include all necessary forms and other important information. All clubs having flower shows and entering for the Staging Award must send the staging award form to the TFGC Awards Chairman. The Awards Chairman and the Evaluations

Chairman will work closely together.

6. **Publicity Press Books:** The Awards Chairman shall be responsible for having the Publicity Press Books judged and mailed to the DSGC Publicity Press Book Chairman by the DSGC deadline. Press Book winners in all three categories are to be sent. This Chairman shall fill out the DSGC Awards Applications with the DSGC Award number on the applications. The rest of the Press Books are to be brought to the TFGC Convention to be returned to the rightful District Director.
7. If a club wants any **Press Book or Flower Show Book** returned, the club must include a self-addressed envelope and return postage.
8. The **TFGC Treasurer** shall forward to the Awards Chairman any delinquent clubs who will be ineligible for any awards. These are the membership dues that are delinquent on June 1st.

BACKYARD WILDLIFE HABITAT: This Chairman encourages the use of bluebird feeders, butterfly houses and water sources in the backyards or gardens of garden club members and promotes health and growth by providing food sources for the animals in our surroundings. This Chairman may provide information for these subjects and may provide resources to acquire further information.

BEES: This Chairman shall promote knowledge, conservation and appreciation of bees. The Chairman shall alert garden club members and the public concerning the plight of bees and what may be done to help them. This Chairman shall educate all on the importance of bees to our food and ornamental crops and shall strive to develop and promote programs and publicity that arouse interest and concern among garden club members.

BIRDS: This Chairman shall promote activities and projects related to the protection and welfare of ALL birds and their habitats throughout the state. Activities include establishing sanctuaries, furnishing food and homes and promoting the passage and enforcement of laws concerned with bird welfare. Promotion of public education concerning the economic, biological, aesthetic, and recreational value of birds is encouraged.

The Chairman shall encourage cooperation with clubs, schools, Junior Garden Clubs and Audubon Societies; shall submit an article to *The Volunteer Gardener* when requested; and shall promote other projects related to this Chairmanship.

BLUE STAR & GOLD STAR FAMILIES MEMORIAL MARKERS: This Chairman shall be familiar with NGC and the Tennessee Department of Transportation (TDOT) concerning the placement of Blue Star & Gold Star Families Memorial Markers. Plans for placing markers and landscaping must be made with the cooperation of TDOT. The Chairman shall encourage clubs and districts to place these memorials as a tribute to those who have served, to those are serving and to those who will serve in the Armed Forces of the United States.

The funds may be raised by one club or a group of clubs for an individual marker or by a group of clubs or a district for a district marker. Clubs or group of clubs purchasing a single marker may handle their own finances. Contributions for a district marker shall be paid to the clubs' District Treasurer, to be retained until a sufficient amount has accumulated for a marker.

This Chairman shall report the number and location of each memorial marker to the DSGC and NGC Chairmen. Along with the President and District Director, the Chairman shall assist in the dedication of each new marker, providing a sample program and tips for a successful dedication. This Chairman shall be prepared to submit an article with photographs of new marker dedications to *TVG* promptly. Forms and information are updated by this Chairman.

BUTTERFLIES: This Chairman shall promote knowledge, conservation and appreciation of butterflies. The Chairman shall alert garden club members and the public concerning the plight of butterflies and the

environmental dangers they face, shall encourage the planting of butterfly gardens, protection of habitat and the availability of nectar and larval foods, and shall strive to develop and promote programs and publicity that arouse interest and concern among garden club members.

BYLAWS/STANDING RULES/DUTIES: This Chairman shall recommend to the Board of Directors, amendments that will facilitate the function of the Federation. The Recording Secretary provides copies of proposed Bylaw amendments, which have Board approval, to each member club at least 30 days before the Annual Meeting or by printing in TVG prior to the Annual Meeting. This Chairman updates the Standing Rules and Duties of Officers and Chairmen. The Parliamentarian and President-Elect shall be members of this committee.

CALENDAR OF EVENTS FOR TFGC: The Calendar of Events will be available for all dates related to TFGC. If not handled by the TFGC President, this chairman will make the information available to *The Volunteer Gardener* Editor and the Webmaster as requested. Requests should be e-mailed to the chairman immediately upon setting tentative dates. State and District event dates must have the approval of the President.

CALENDARS - NGC VISION OF BEAUTY (VOB): This Chairman shall contact District Calendar Chairmen each year giving instructions on the procedure to follow in placing orders and in promoting sales. Refer to NGC or TFGC websites for the VOB calendar form. In the year of changing the administration, VOB calendar information comes from NGC after the NGC Convention. The price of the calendars is determined by the NGC cost (100 and up quantity) plus \$2.00 equals the TFGC price. The District Calendar Chairmen take orders from clubs and secures the payments. The orders and one (1) combined total check from each District Treasurer are sent to the TFGC Calendar Chairman. This Chairman submits District orders and checks to the TFGC Treasurer who places one combined order shipped standard freight with the NGC Member Services.

If NGC agrees, this Chairman requests the calendars be sent to District Calendar Chairmen's addresses in the quantities ordered and the bill for payment sent to the TFGC Treasurer. Additional orders may be placed as long as supplies last, and orders placed are in quantities of 100 for the NGC price break. All profits from the sale of calendars are retained by TFGC for use in the Scholarship Fund.

The Chairman should develop plans to increase the sales of calendars and encourage entries in the NGC Calendar Contest. Contest entry information are available in the back of the calendar. This Chairman should submit articles promoting sales to *TVG* and should instruct District Calendar Chairmen to promote sales in district newsletters. Reports are sent to the NGC Chairman, DSGC Chairman and the TFGC President when sales are finalized.

CIVIC ROADSIDE BEAUTIFICATION/SCENIC TN/KEEP AMERICA BEAUTIFUL (KAB)/KEEP TN BEAUTIFUL (KTB): This Chairman shall encourage Clubs to plan programs and projects to improve the environment. Projects should have a broad base of community involvement and be in participation with other groups in the area. The Chairman shall work toward roadside beautification, including cooperation with other committees and groups working for the control of billboards, removal of litter, junk yards, auto graveyards, etc. Through the District Chairmen, said Chairman shall cooperate with local authorities in the search for more scenic conditions in our towns and cities.

CLUB PROGRAMS AND ILLUSTRATED LECTURES: The duty of this Chairman is to promote dynamic, informative and fun programs for individual garden clubs. The Chairman shall be familiar with the available material within TFGC and from NGC and update the information as needed. This Chairman shall list materials helpful in planning programs for clubs, compile materials for distribution to inquiring clubs and encourage well-

planned, interesting and varied subjects that are garden related and of general interest.

Sources of program materials include local county extension offices. A program could consist of various study courses spread over a series of meetings, field trips or "cleanup" days. This Chairman shall make material available to local clubs through the District Chairmen. This Chairman shall encourage illustration of special program projects and give aid in the making of these programs.

Said Chairman shall be custodian of program related slides and videos belonging to TFGC. Through District Chairmen, this Chairman shall maintain a list of available speakers and shall encourage clubs to use their own members as speakers for better education within the club.

The Chairman shall submit at least one article each year, suitable for a garden club program, to *The Volunteer Gardener* Editor.

CONSERVATION CAMP (established in 1954): This Chairman serves as General Chairman of the TFGC Conservation Camp. Working with the President, Conservation Camp Committee and with the supervisor of the State Department of Conservation Education in planning the program, this Chairman shall endeavor to include information on conservation related topics that are being given special emphasis by DSGC or NGC. Said Chairman submits program plans and format to the President for approval before invitations, printing or contracts are made in accordance with the detailed procedures set forth in the TFGC Events Manual. The manual is available on the TFGC Website.

Using the TFGC Events Manual, this Chairman makes reservations for the camp facilities and employs a caterer to have charge of the food, if necessary. The Chairman prepares notices and registration form for publication in the summer issue of *TVG*, observing the deadlines.

This Chairman appoints a registrar to account for registration and finances for the camp and other committee chairmen, as needed, for exhibits, material distribution, etc. After all the camp expenses are paid, the Chairman mails excess funds, if any, to the TFGC Treasurer within sixty (60) days. Refer to TFGC Standing Rules, Section XIII, Conventions, Conservation Camp and Other Meetings. The Chairman reports the activity and achievements of the camp in the winter issue of *TVG*.

The Chairman distributes conservation materials to garden clubs and encourages them to have one or more programs on conservation each year. This Chairman encourages clubs to work for TFGC and NGC Conservation Awards and, when requested, shall prepare a TFGC application for these awards.

The Chairman works closely with the University of Tennessee in promoting the yearly conservation workshop for teachers, co-sponsored by the TFGC, which is held during summer months.

CONSERVATION EDUCATION: The Conservation Education Fund (CEF) was created by a motion at the 2010 Conservation Camp (BOD 2/16/2012) to set up a fund to help preserve Mack Prichard's, "Mr. Conservation," slide collection and other information. He was a Conservation Camp spokesperson and program presenter for many years and died April 29, 2020. When Mr. Prichard retired from the Tennessee Department of Natural Resources in 2010, the state lacked storage space for his extensive collection on the natural resources of Tennessee.

This Chairman will request donations to support preservation of the Pritchard Slide Collection of Conservation Camps, state park histories, wildflowers and wildlife information, and recordings from Mr. Prichard's speeches at past Conservation Camps, hikes, tours, etc.

This Chairman will work with the TFGC Treasurer and curators for the Mack Prichard Legacy Project (MPLP): Friends of the South Cumberland State Park, Inc., PO Box 816, Sewanee TN 37375 with the CEF supporting their employee for the MPLP (BOD 1/31/19). To view the curators progress, visit www.MackPrichard.org. This Chairman will request information and assistance from other conservation groups that have worked with Mack. Future subjects pertaining to Conservation Education could qualify for this fund.

CONVENTION: The Convention Chairman for each Annual Meeting shall serve as a member of the Board of Directors for the two (2) years. The Chairman, with the approval of the Board of Directors, shall be responsible for planning the Annual Meeting in accordance with the detailed procedures set forth in the TFGC Events Manual. As soon as the date is confirmed and approved by the President, the Chairman shall submit it to *TVG* Editor for inclusion in the Date Book or Calendar. Other publicity shall be in accordance with the TFGC Events Manual available on the TFGC Website.

The District Director of the host district will be the official hostess for the convention. The TFGC President, after consultation with the Convention Chairmen, appoints the Program, Hospitality and Registration Chairman for each convention. The Convention Chairman may have approval of the TFGC President to make these appointments.

This Chairman coordinates the duties of all convention chairmen and follows up with all convention assignments in accordance with the TFGC Events Manual.

After all the convention expenses are paid, the Chairman or her appointed Convention Treasurer mails excess funds, if any, to the TFGC Treasurer within sixty (60) days. Refer to TFGC Standing Rules, Section XIII, Conventions, Conservation Camp and Other Meetings. A complete convention financial report must be submitted to the TFGC Board of Directors at the Fall Board Meeting following the convention. The Chairman reports the activity and achievements of the convention in the winter issue of *TVG*.

ENDOWMENT TRUST FUND (ETF): This Chairman shall promote contributions and grant applications from TFGC garden clubs to the TFGC Endowment Trust Fund. The Chairman reports to the TFGC Endowment Trust Fund Trustees and the TFGC Board of Directors.

A minimum of ten percent (10%) of the annual net earnings of the Fund shall be added to the corpus of the Funds (Agreement and Declaration of Trust, TFGC 1996, Item V-A, Investment Authority).

Requests for distribution of income (grant applications) shall be made to the ETF Board of Trustees (Amendment to Agreement and Declaration of Trust, TFGC, 1996, Item IX-Distribution of Income --BOD 10/8/14). Applications are sent to the four (4) ETF Board of Trustees members representing each district. These Trustees send copies of grant applications received to all members of the ETF Board of Trustees members (7) for review. The decision on awarding is made by the Board of Trustees (7) at the ETF Fall Meeting prior to Conservation Camp.

This Chairman will receive the Trustees' votes and announce the grant winners at Conservation Camp. The ETF Contribution Form, Grant Information and Grant Application Form are updated by ETF Trustees and are available on the TFGC Website, www.tfgconline.org.

ENERGY CONSERVATION: This Chairman shall encourage each District to seek ways that will result in conserving energy and improving the environment. The Chairman shall send or present information pertaining to this topic to the District Directors at the TFGC Board of Directors Meetings for general distribution to the membership. The Chairman shall research unusual and challenging methods of Energy Conservation and devise means of enticing member participation.

This Chairman will promote awareness with general information of "Hydroelectric Power" including: the location of these power stations in the United States; main usages; advantages and disadvantages; and effects on recreational areas, wildlife protection, agriculture land and products. The Chairman shall submit energy filler tips and an article on Energy Conservation when requested by *TVG* Editor.

ENVIRONMENTAL SCHOOLS: Refer to Trillium Consultants Council of TFGC

FINANCE/BUDGET/INTERNAL AUDIT COMMITTEE (5 MEMBERS): **Finance/Budget:** This chairman, the TFGC Treasurer, Assistant Treasurer and three (3) members appointed by the TFGC President shall prepare a dated, two-year budget to be presented for approval in June of the odd-numbered years. The president and parliamentarian will serve as ex officio members of this committee. A budget review shall be presented by the Finance/Budget Committee Chairman in October of the even-numbered years at the Fall Board of Directors Meeting. The Budget Report shall be submitted for publication in *The Volunteer Gardener*. This Chairman shall advise the President on financial matters, as requested.

CONTINUE FINANCE/BUDGET: **Internal Audit:** The Finance/Budget Committee shall represent the Internal Audit Committee and shall conduct an internal reconciliation of the TFGC Treasurer's records in the second year of the treasurer's term to review the internal control processes. This committee meeting will be prior to the annual business meeting. The Internal Audit Committee report shall be presented the second day of the TFGC annual meeting and submitted for publication in *TVG*.

FLORAL DESIGN: The Chairman shall seek to expand the knowledge, practice and enjoyment of the art of Floral Design in Tennessee. Since Flower Show School Courses serve primarily those members who compete and/or judge in NGC Standard Flower Shows, a need shall be met to attract and reach more garden club members who wish to learn Floral Design to beautify their homes, for recreation, therapy and encourage our youth to enjoy Floral Design. Approaches to reach this objective may include this Chairman's efforts to:

- Site resources of educational information, especially new publications;
- Promote club projects involving youth floral designs and joint projects with other nonprofit youth groups, awarding them with certificates; and
- Promote district Floral Design demonstrations and/or workshops with focus on everyday use of floral design, which shall be open to the public and staffed by volunteer Flower Show Judges.

FLOWER SHOW JUDGES COUNCIL: This chairmanship rotates numerically through the TFGC Districts with the Chairman elected by the Judges in the district in which the chairman resides. This Chairman shall work with the President and Convention Chairman when holding the Annual Meeting in conjunction with the TFGC Convention.

At Convention, the Chairman chairs the Annual Meeting of the **Tennessee Council of Nationally Accredited Flower Show Judges (TCNAFSJ)** and holds a memorial service for TFGC Judges who have died each year.

The Chairman instructs the Council Treasurer to provide \$400 (approved 4/14/2016, Council Meeting, Murfreesboro) to the convention to help defray expenses for the design program. All District Judges Councils pay dues annually to the TCNFSJ, currently, \$6.00 per member before April 1 each year (Approved April 25, 2019, Council Meeting, Memphis TN).

This Chairman may also serve as the Flower Show State Evaluations Chairman or may appoint someone (see job description) and shall encourage clubs to have Standard Flower Shows, offer assistance to clubs in planning and staging, as well as furnish lists of qualified judges upon request. The Chairman should be familiar with the Standard Flower Shows forms and be informed of all changes in TFGC and NGC rulings. The Chairman shall report any changes regarding judges to the Membership Database Chairman or the subject of judging to *TVG* Editor for publication.

District Judges Councils and Flower Show Judges (FSJ) Clubs are to be recorded with this Chairman and updated annually. The list states the judges contact information (address, phone, email, judge's status and good standing year). The Council along with the FSJ Credentials Chairman and the Flower Show Evaluations Chairman request and maintain lists of Flower Show Judges in the four districts in order to conform to their job description. FSJ lists may be requested from this chairman, the evaluations or credentials chairmen.

Beginning with the 2017-2019 administration, Tennessee Council of Nationally Accredited Flower Show Judges (TNCNAFSJ) will recommend candidates to the TFGC President for appointment of chairmen for Flower Show Credentials Chairman, Flower Show Schools Chairman, Flower Show Symposium Chairman, Flower Show Symposium Co-Chairman, Flower Show State Evaluations Chairman and Flower Show Schedule Review Chairman. (Approved April 23, 2015 Post Convention BOD Meeting, Jackson, TN)

FLOWER SHOW STATE EVALUATIONS: The Chairman of the TN Council of Nationally Accredited Flower Show Judges (TCNAFSJ) acts as this Chairman or appoints someone for this Chairmanship. The FS State Evaluation Chairman (Approved at BOD – 4-28-11) receives a completed list of all Flower Show Judges prior to judging a Standard Flower Show when that club staging the show is planning to apply for an NGC Flower Show Achievement Award. The list comes from the Judges Chairman of the show in question. From this list of at least six (6) judges even if the show needs only one (1) panel, this Chairman shall certify the judges' credentials are in good standing to judge and selects a panel of three (3) NGC Accredited Flower Show Judges in good standing to evaluate the flower show. **The local flower show chairmen never select the judges to evaluate their flower shows.**

Upon request, this Chairman can provide a list of NGC FS Judges that may be available to judge a flower show. District Judges Councils and Flower Show Judges (FSJ) Clubs are to be recorded with this Chairman. The Council along with the FSJ Credentials Chairman and the Flower Show Evaluations Chairman request and maintain lists of Flower Show Judges in the four districts in order to conform to their job description. The list states the judges contact information (address, phone, email, judge's status and good standing year). The chairman shall report any changes regarding judges to the Membership Database Chairman. FSJ lists may be requested from this chairman, the council or credentials chairmen. This Chairman works with the Awards Chairman and the Flower Show Judges Credentials Chairman in completing this chairmanship.

FLOWER SHOW SCHEDULE REVIEW: This Chairman will review flower show schedules in draft format prior to the process of printing for a flower show. The Chairman will make suggestions to the schedule writer to correct or improve the schedule based on the current NGC *Handbook for Flower Shows*. This Chairman shall endeavor to stimulate interest in the educational phases of shows, originality in schedules and higher quality in all flower shows. All flower show schedules will remain the property of the schedule chairman for that specific flower show.

FLOWER SHOW (FS) SCHOOLS COMMITTEE (3 MEMBERS)- FS Judges Credentials, FS Schools and FS Symposium:

1. **FLOWER SHOW JUDGES CREDENTIALS:** This Chairman is bound by the duties as listed on the NGC website, the FSS checklist for forms and directions.

The FS Judges Credentials Chairman keeps accurate and confidential records on all TN Council of Nationally Accredited Flower Show Judges and is responsible for issuing permission to take a Flower Show School or Symposium for credit or audit toward advancement according to the NGC requirements. This Chairman notifies FS Judges of their level and date of good standing as they work through the processes to achieve Master level and keeps track of judges who refresh beyond Master level. If a judge wishes to take a symposium other than in Tennessee, the judge must get written permission from this chairman showing they are eligible. FS Judges send this chairman five (\$5.00) dollars to cover envelopes, paper and postage (Approved April 29, 2017 FSJ Council Meeting, Gatlinburg TN). This Chairman will communicate with Credential Chairmen in other states. Required forms for judges are submitted by this Chairman along with the card identifying the judge level.

This Chairman receives symposium information from the Flower Show Symposium Chairman regarding attendance, grades, etc. and makes the necessary entries in the individual judge's records.

The Chairman maintains a current list of Accredited Judges whose records are in Tennessee and updated annually. A list of Emeritus Judges is maintained also. District Judges Councils and Flower Show Judges (FSJ) Clubs are to be recorded with this Chairman. The Council along with the FSJ Credentials Chairman and the Flower Show Evaluations Chairman request and maintain lists of Flower Show Judges in the four districts in order to conform to their job description. The list states the judges contact information (address, phone, email, judge's status and good standing year). The chairman shall report any changes regarding judges to the Membership Database Chairman. FSJ lists may be requested from this chairman, the council or the evaluations chairmen.

The Chairman assists the Flower Show State Evaluations Chairman in completing the evaluation chairmanship. This Chairman is appointed by the TFGC President, may be reappointed and shall serve as a member of the Awards Committee.

2. **FLOWER SHOW SCHOOLS:** A Flower Show School series may be sponsored by a local garden club, council, district, judge's council, judges study club or the state federation with surplus funds being retained by the sponsor.

This Chairman is bound by the duties as listed on the NGC website, the FSS checklist for forms and directions. The Chairman shall provide the evaluation form FSS-27 Course, Symposium Instructor Evaluation to all attendees and emphasize that they are necessary to keep abreast of what is happening in the classroom.

The Flower Show Schools Chairman shall promote Flower Show Schools (FSS) in Tennessee, keep all records of FSS and shall work closely with the chairmen of FSS. Each chairman of a flower show school works through this Chairman concerning all forms, tests and any NGC communication. This Chairman shall encourage the school chairman to send publicity on speakers and topics for publication and request the details of a Flower Show School for publication in *TVG* Calendar. The NGC Chairman approving the school will advise *TNG* Editor for publication. This Chairman shall forward all required forms to the proper NGC Chairman and check and sign all applications conforming to all requirements for approval of schools.

At the close of a FS School, this Chairman will file all necessary forms for the final certification of the school and keep these records as a permanent part of TFGC records. The Chairman handles the NGC Handbook Exam (given twice a year) for TFGC and is responsible for all the paperwork for the exams.

The Chairman shall notify the TFGC FS Judges Credentials Chairman the status of Student Judges and the date of their Accreditation. This Chairman is appointed by the TFGC President, may be reappointed and shall serve as a member of the Awards Committee.

3. **FLOWER SHOW SYMPOSIUM:** This Chairman is bound by the duties as listed on the NGC website, the FSS checklist for forms and directions.

A Flower Show Symposium may be sponsored by a local garden club, council, district, judge's council, judges study club or the state federation with surplus funds being retained by the sponsor.

The Chairman shall provide the evaluation NGC form 27H-07 Evaluation of Course/Symposium and Instructors to all attendees and emphasize that they are necessary to keep abreast of what is happening in the classroom. The Chairman attends TFGC Symposiums when invited by the district hosting the symposium, and the host district pays all expenses for this Chairman (hotel, travel round-trip, meals, etc.).

This Chairman has the responsibility for all Symposiums held within Tennessee and is the liaison between NGC, TFGC and each district. Said Chairman requests approval from the TFGC Executive Committee or Tennessee Council of Nationally Accredited Flower Show Judges to sponsor a Flower Show Symposium at least one (1) year prior to the symposium. The Chairman plans and organizes all FS Symposiums within the

state. This Chairman may supervise all details or may appoint, or have appointed, a local/district FS Symposium Chairman. Each TFGC District can have a FS Symposium Chairman who will communicate, work and be guided by this Chairman. All forms to the NGC FS Symposium Chairman, Instructors, Headquarters, etc. relative to all Symposiums must be approved or mailed by this Chairman.

The Chairman refers to the NGC website to save or copy required FSS forms. The Chairman can provide the duties and forms to the local FS Symposium Chairman or refer them to the NGC website.

When the FS Symposium has been accredited, this Chairman will receive signed and/or dated copies of all papers submitted. NGC Headquarters receives copies of forms and the check from the NGC Symposium Chairman. Then this Chairman notifies the local symposium chairman that the symposium has been accredited with NGC. **Examination papers are never to be returned to judges until the symposium has been accredited.**

All mailings and postage by the sponsoring local/district FS Symposium Chairman are paid out of the local/district symposium budget (**TFGC and NGC FS Symposium Chairmen do not pay for any mailings. NGC does not pay for mailing papers back to the state and the state chairman does not pay for mailings back to the local chairman**). The mailings are sent Certified Mail with return receipt requested or Priority Mail with deliver confirmation to this Chairman.

The local/district FS Symposium Chairman must include postage for all the items going to the TFGC level and NGC level. After this Chairman signs all the forms, the forms are sent on to the NGC FS Symposium Chairman for his/her signature and to get the Symposium Accredited with National.

The NGC FS Symposium Chairman has the responsibility for forwarding judges' advancements after attending a Symposium to the Flower Show Judges Credentials Chairman. This chairman is appointed by the TFGC President and may be reappointed.

GARDENS FOR CHILDREN: This Chairman shall encourage the creation of gardens planned specifically with children in mind. These gardens could be developed at schools, churches, libraries and at public parks. This Chairman shall work closely with the Deep South Garden Clubs Children's Garden Chairman and passes information on to the Districts.

GARDENING-COMMUNITY: This Chairman shall encourage clubs to establish small gardens in various areas of their communities, such as public grounds, vacant lots, etc. The Chairman shall emphasize development and planting for easy maintenance, as well as improvement by other groups such as youth, civic organizations, Boy and Girl Scouts, etc.

GARDENING-FOOD/HERBS: This Chairman shall encourage garden club members to participate in:

- Promoting the growing of all types of plants for food and educating members on growing methods for food plants;
- Inform methods of disease and pest control to keep the food safe for human consumption;
- Evaluate cultivars that have more genetic resistance to pests and diseases;
- Supply methods of growing food plants such as container grown and hydroponics;
- Encouraging the use of food plants for landscaping;
- Encouraging the growing of herbs and their use; and
- Inform the services available to them through The University of Tennessee Agricultural Extension Service and other reliable sources of information.

GARDENS-HEALING/SENSORY: This Chairman shall encourage garden club members to create healing/sensory gardens as a project in their community or district. These gardens could be developed at schools,

churches, libraries and at public parks. The Chairman shall emphasize development and planting for easy maintenance, as well as improvement by other groups such as youth, civic organizations, Boy and Girl Scouts, etc. The Chairman may create a list of these gardens in TN and have the list printed in *TVG*.

GARDENS -HISTORIC: This Chairman shall promote the creation of appropriate gardens at historic sites where no garden exists or the restoration and preservation of existing gardens at such sites. The Chairman shall keep the National Project Chairman and the DSGC Project Chairman informed of historic garden activities around the state and compile materials to be used in NGC and DSGC projects' books of evidence. The Chairman shall encourage interest in the historic sites of Tennessee, promote publicity concerning garden club work in these fields and submit reports and photographs to *TVG* for publication.

GARDENING-INDOOR: This Chairman will encourage TFGC garden club members to grow container grown plants in their homes and for exhibition in flower shows. Container grown plants can consist of plants grown for bloom, grown for foliage, dish gardens, group of plants in a planter and terrariums. The goals of this Chairman are to promote correct plant identification and nomenclature, knowledge of proper light, water and fertilization requirements and use of more diverse plant materials. Matching site to plant requirements is of utmost importance.

GARDENING-ORGANIC: Organic Gardening pertains to the use of compost, manure, peat moss and other natural fertilizers in the cultivation of gardens. This Chairman will encourage TFGC garden club members to learn about garden problems through Organic Gardening. The Chairman can supply information about the use of rain barrels, no chemicals in the garden and creating nature-inspired gifts from the Organic Garden.

GARDENS-MEMORIAL: The Chairman shall encourage the owners of private gardens to permit garden club members to visit their Memorial Gardens, shall try to locate all Tennessee Memorial Gardens sponsored by TFGC garden clubs and shall encourage the establishment of new memorial gardens, along with the continued maintenance of those Memorial Gardens in existence.

GARDENING SCHOOLS: Refer to Trillium Consultants Council of TFGC

GARDEN THERAPY: Garden Therapy is the use of garden-related activities as an aid to the recovery and rehabilitation of the physically and mentally challenged. The Chairman shall outline and distribute information on types of Garden Therapy, as set forth in the Garden Therapy Manual of NGC and shall stress education and rehabilitation in hospitals and institutions. This Chairman' duties include maintaining a list of types of institutions that could benefit from Garden Therapy projects and a list of suitable programs of work; shall encourage clubs to work with patients, according to their capabilities, in the growing or caring of plants; and shall stress the importance of obtaining permission of the management before any work is begun. The experience of clubs with successful therapy programs can be of benefit to others who wish to do similar work and should be shared through Garden Therapy reports and appropriate articles in *TVG*.

HABITAT FOR HUMANITY (HFH): This subject was voted to discontinue with district donations at the June 13, 2019 BOD Meeting. Habitat no longer encourages garden clubs to landscape HFH. All district funds were sent to Habitat. Garden clubs and members can make personal donations or work for HFH.

HEADQUARTERS OF TFGC

The Headquarters of the Tennessee Federation of Garden Clubs, Inc. is located at Historic **Ivan Racheff House and Gardens (IRH&G/Racheff)** and is the property of TFGC.

Mailing Address: PO Box 50185, Knoxville, TN 37950-0185 (all mail to the PO Box only)

Location Address: 1943 Tennessee Ave. NW, Knoxville, TN 37921-2686

Phone Number: 865-522-6210; Website: www.tfgconline.org

FRIENDS OF RACHEFF: “**Friends of Racheff - S.C.O.O.P – Special Cleanup of Our Place.**” The TFGC Friends of Racheff ("Friends") Chairman shall promote and encourage participation in this project throughout TFGC. Each District should have a Racheff Representative and/or District "Friends of Racheff" Chairman actively pursuing this project and supporting the TFGC "Friends" Chairman. The purpose of the project is to raise awareness of the historic Ivan Racheff House and Gardens (IRH&G/Racheff), our TFGC Headquarters located in Knoxville, and to raise funds to help the Racheff Board of Governors maintain the facility. The TFGC "Friends" Chairman, with the assistance of District Racheff representatives and District "Friends" Chairmen, shall promote the project through exhibits at garden club meetings, District events, TFGC Conventions, and community fairs.

Registration forms to become a "Friend" are available on the TFGC website and should be made available along with the exhibits. This Chairman updates the forms and shall promote the project by submitting articles and reminders to *The Volunteer Gardener* (TVG) and TFGC Website, www.tfgconline.org.

Donated Funds received for this project are sent to District Directors who record the information and forward to the TFGC Treasurer with appropriate documentation (name and address of the contributor, name of

"Friend" to be honored, amount contributed, TFGC District and garden club of the contributor). This Chairman will send an acknowledgement letter to each donor and/or person honored. This project is a great opportunity to honor garden clubs, special persons in the clubs and others outside the garden club community who deserve special recognition by becoming a "Friend" and by contributing \$76 to the project. A donation of \$76 to become a "Friend" represents the amount of money Ivan Racheff spent on the first phase of his gardens. This Chairman will ensure that contributors have their name or name of designated "Friend" placed on a plaque of honor at Racheff. The Chairman shall submit all names of "Friends" to *The Volunteer Gardener* Editor.

RACHEFF: The Chairman shall reside in the area in which Headquarters is located, shall supervise the work of the TFGC Headquarters/Racheff office and render any help needed and shall also work with the President and President-elect to enable them to be familiar with the workings of the office. This Chairman shall be aware of the exact location of any deactivated committee records placed in Headquarters until said committee is reactivated. This Chairman is responsible to TFGC for the administration of Racheff in accordance with the TFGC Headquarters/Racheff Plan of Operation presented to the Board of Directors on November 8, 1977, and unanimously adopted at that meeting with subsequent revisions. The Racheff Chairman shall serve as liaison to the TFGC and shall report at each meeting of the TFGC Board. This chairman is elected by the Ivan Racheff House and Gardens Board of Governors.

Racheff Bylaws were developed and adopted 9/14/2015, at the Board of Governors Meeting held at Racheff, Knoxville, TN. Updated Racheff Standing Rules were adopted 9/14/2015 with subsequent revisions.

RACHEFF TREASURER: The Duties of the TFGC Headquarters/Racheff Treasurer shall be:

1. The Racheff Treasurer will update the signature cards for all accounts upon taking office.
2. Shall receive all monies for Racheff and be responsible for payment of all expenditures made on behalf of the property, excepting those listed as duties of the Assistant Treasurer.
3. Shall have first obtained the approval from the Racheff Chairman for the payments of any unbudgeted items over \$200.
4. A financial report is presented at each Racheff board meeting and the TFGC Board meeting.
5. The Assistant Treasurer and Gardens Chairman shall report to the Treasurer by the first Monday of each month for inclusion in the Treasurer's monthly report. Shall forward a copy of the monthly Treasurer's report to the TFGC President and TGC Treasurer.
6. Be responsible for gathering and delivering all financial documents of Racheff and those designated to the Racheff Treasurer annually to the appointed CPA firm by May 31. TFGC pays for the TFGC and Racheff CPA invoice annually.
7. Only the Racheff Chairman and the Racheff Treasurer shall each hold a key to the Safety Deposit Box in Knoxville (address in the Treasurers Manual). The Racheff Treasurer shall update the signature cards for the keys and keep a list of all items in the Safety Deposit Box along with a form stating who has been in the box and/or removed items from the box. Items may be copied only. No one except the TFGC President may remove items from the box. This list and form will be sent to the TFGC President and TFGC Treasurer on an as needed basis to communicate with TFGC.
8. The PO Box keys will be held by the Racheff Chairman and Racheff Treasurer. The Racheff Chairman and Racheff Treasurer will deliver mail from the PO Box pertaining to and for TFGC to the appropriate person. TFGC Form A-Receipts Transmittal Sheet (available on TFGC website) can be used to transfer mail, document the mail and request return signatures.
9. Shall be aware of maturity dates on Certificates of Deposit and dates of renewal and policies of Racheff Investment Accounts. Any investment action taken must have approval of the Board of Governors.

10. Prepare and collect all Racheff financial documents for the TFGC audit at the end of the year after March 31st and deliver these documents to appointed CPAs before May 31st. After completion of the CPA reports, be responsible for storage of the Racheff records in the TFGC archives.
11. Register yearly (before September 30th – six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming, using TFGC account C027838. Filing is done by both the TFGC Treasurer and the Racheff Treasurer, respectively. The forms are available from the Division of Charitable Solicitations & Gaming, phone: 615-741-2555; website: charitable.solicitations@tn.gov. (Approved BOD 10/3/17). As of 2019, the CPA firm will complete the forms for the TFGC treasurers to mail.

RACHEFF ASSISTANT TREASURER: The Duties of TFGC Headquarters/Racheff Assistant Treasurer shall be:

1. The Racheff Assistant Treasurer will update the signature card for the payroll account.
2. Shall serve as Chairman of the Finance Committee and report to the Racheff Treasurer. Shall prepare a report for the Board of each fundraising event including budget, expenses and income of the event.
3. Be responsible for the payroll account for Racheff employees and TFGC employees (if any).
4. File the 941 Quarterly Payroll Reports by April 30, July 31, October 31 and January 31 and provide copies to the Racheff Treasurer for delivery to the CPA firm by May 31.
5. Shall submit a payroll accounting report at the Racheff Board meetings and each TFGC Board meeting.

HISTORIC PRESERVATION: This Chairman shall provide information to assist garden clubs in initiating projects to identify and preserve historic sites, trails, buildings, landmarks, and markers and shall encourage clubs to work with local historical societies and other civic groups for the preservation of beauty and history of these areas.

The Chairman shall promote publicity concerning garden club work in these fields. Appropriate copy and photographs may be submitted to *TVG* for publication.

HORTICULTURE/IMPROVED CULTIVARS: This Chairman shall encourage the study of plants (their culture and use) by all clubs. The Chairman shall work with organized plant societies for better horticulture standards and promote their membership in TFGC by referring the societies to the National Affiliates/Plant Societies Liaison Chairman. Said Chairman shall encourage club members to participate in exhibiting horticulture at flower shows and strive for distinction and horticulture perfection in exhibits and shall promote the growing and showing of houseplants and greenhouse culture. The Chairman shall endeavor to make gardeners aware of the improved varieties of ornamental and edible plants available. Districts should be encouraged to list trial and show gardens. Garden club members, who specialize in various types of plants, should be asked to write brief informative articles appropriate to the season. The Chairman shall prepare a brief report of informative program ideas to be forwarded to District Horticulture Chairmen in April, August, and January of each year and shall also cooperate and work closely with TFGC and District Wildflower Chairmen.

HOSPITALITY: When TFGC Board Meetings are slated for a particular district, the Hospitality Chairman shall, with the approval of the President, select a place for the Board Meetings. Working with the Second Vice President, Chairman shall make arrangements for the luncheon and see that an American flag, a lectern and microphone are present, and that sufficient seating is provided. The Chairman shall be designated in the call letter to Board Meetings, to receive luncheon reservations and payments and shall submit the payment to the TFGC Treasurer and request a check from the Treasurer for the total amount of the luncheon.

INVASIVE PLANTS: Governmental and volunteer organizations are working on the problem of invasive plants, developing material and holding seminars and workshops. This Chairman acts as a pipeline between the many groups by displaying and handing out material at TFGC meetings and events. The Chairman may send materials to members who are either giving a program or making a display for flower shows, state fairs and other events. This Chairman may share lists of websites where the latest materials can be found for invasive plants and/or write an article for *TVG*.

LANDSCAPE DESIGN SCHOOLS: Refer to Trillium Consultants Council of TFGC

LAND TRUST/NATURE CONSERVANCY--CUMBERLAND TRAIL STATE SCENIC TRAIL (CTSST) (TFGC Land Trust Project chosen in 2009-2011 as a TFGC Continuing Project): This Chairman shall prepare information on this project for distribution to clubs in all Districts and encourage clubs and individuals to donate to the Land Trust Project. Said Chairman shall encourage clubs to have programs, participate, and to apply for awards in this field and shall receive records of donations from the TFGC Treasurer for a report to the TFGC Board and NGC and DSGC Chairmen.

The Tennessee Parks and Greenways Foundation is dedicated to preserving the beauty of Tennessee. The goal is to preserve Tennessee's scenic beauty and rich wildlife by creating an interconnected network of state parks, greenways and wild areas from the Mississippi River to the Great Smoky Mountains.

A Land Trust Mission Statement, 2009-2011, was written by Park Manager Bobby Fulcher and approved by Superintendent Mark Woods of Cumberland Gap National Historical Park and TFGC for the CTSST. It states: TFGC will support the Cumberland Trail State Scenic Trail in the acquisition of the most scenic, the most ecologically significant, and the most historically important features along the eastern edge of Tennessee's Cumberland Mountains, through eleven counties, from Cumberland Gap National Historical Park to the Signal Mountain unit of the Chickamauga and Chattanooga National Military Park. TFGC will partner with the Cumberland Trail and the National Park Service to support the State Scenic Trail in trail development, land acquisition, native landscaping and ecological restoration, ecological and cultural education, and environmental protection projects.

To acquire a long-distance hiking trail of 300 miles and state park of 30,000 acres focused on outdoor recreation, ecological and cultural education, protection of natural features and ecological integrity, the Cumberland Trail requires cooperative management with State, Federal, private and community partnerships. The CTSST currently manages 180 miles of trail and 23,000 acres and intersects or manages seven State Natural Areas, three State Parks, six National Park Service units, five Wildlife Management Areas, one State Forest, and two National Historic Districts. A Cumberland Trail trailhead is within 35 miles of a population of 2.3 million and directly affects 80 neighboring Tennessee communities along its corridor.

The trail will be constructed and maintained to the highest standards yet employed in America. The state park areas will invite a diversity of outdoor recreational and cultural uses, consistent with the protection of the outstanding natural resources within its management. The Cumberland Trail will recognize the cultural history and diversity that has shaped the landscape within its management and that has contributed to the history and culture of the communities adjoining the trail corridor.

This CTSST will serve the adjoining communities, the State and the nation as a resource management area, a recreation area, a cultural institution, and an educational institution. The Cumberland Trail may become Tennessee's largest and most visited state park.

LEGISLATION/GOVERNMENT ACTION LIAISON: This Chairman promotes responsible legislative action in areas that best parallel the NGC objectives. Said Chairman shall inform garden clubs of pertinent legislation, which is to be considered by our State Legislature, and shall urge promotion of legislation endorsed

by NGC. The Chairman shall draft resolutions covering proposed legislation to submit to the TFGC Board of Directors for consideration and shall urge all members to become familiar with State and National laws affecting the objectives of garden clubs.

The Chairman arranges for the introduction of TFGC-sponsored bills in both the Senate and the House, keeps alert to the status of the bills and keeps chairmen informed for the purpose of arousing the interest of club members in contacting their Senators and Representatives to obtain their support on the bills. Articles concerning legislation shall be presented to *TVG* Editor for publication, and copies shall be sent to the TFGC President and DSGC and NGC Legislation Chairmen.

LIFE MEMBERSHIP--NGC/DSGC/TFGC: This Chairman shall promote Life Memberships to the members and clubs in TFGC. These memberships can be a gift to a member or purchased by a member for themselves. All Life Memberships (NGC, DSGC and TFGC) are reported to District Directors, the TFGC Treasurer and the TFGC Membership Database Chairman. This Chairman will use Form E – Member Change Notification to inform the Membership Database Chairman of any changes to the life members. Application forms for NGC/DSGC/TFGC Life Membership are on the TFGC Website and are updated by this chairman.

NATIONAL GARDEN CLUB LIFE MEMBERSHIP (NGCLM): This Chairman promotes Life Memberships in National Garden Clubs, Inc. Applications and requests for forms are sent to this Chairman to be forwarded to the NGC Life Membership Chairman. The cost for NGC Life Membership is two hundred dollars (\$200.00). This Chairman presents the recipient with an NGC Membership Certificate and a card signed by the NGC President and the NGC Life Membership Chairman. Names of deceased NGC Life Members should be sent to the NGC Life Membership Chairman, the TFGC Membership Database Chairman and the Editors of *TVG* and *TNG*.

DEEP SOUTH GARDEN CLUBS LIFE MEMBERSHIP (DSGCLM): This Chairman promotes Life Memberships in the Deep South Garden Clubs, Inc. Applications and requests for forms are sent to this Chairman to be forwarded to the DSGC Life Membership Chairman. The cost for DSGC Life Membership is fifty dollars (\$50.00).

TFGC LIFE MEMBERSHIP (TFGCLM): Applications shall be sent first to the District Life Membership Chairman who records the request for their district information. Then the application is forwarded to this Chairman with a remittance of seventy-five dollars (\$75.00) per membership. TFGC Life Memberships are for a TFGC garden club member's life.

The TFGC Life Membership is applicable only to the club of record as shown on the application. When a LM wants to change their club of record, the member must write to this Chairman and provide the information for the change. When a LM belongs to more than one club, the member must inform the other clubs of the club of record for that LM. The other clubs can record their LMs but must also make note of the club of record in order for their treasurer to claim only the LMs of their club and not LMs of other clubs. The club of record does not pay dues on a TFGC Life Member.

The Chairman keeps completed forms for each TFGC LM in a card file of members by districts. The card file contains the following information: name, address, date membership was issued, by whom given, name of applicant's garden club and the district. The card file is created by this chairman. New TFGC Life Membership names and addresses are sent to the TFGC Treasurer and the same information is forwarded to the TFGC Membership Database Chairman. The recipient is presented with a TFGC Life Membership Certificate signed by the Life Membership Chairman and District Life Membership Chairman. This Chairman may use Form D for New Life Membership names and Form E for names of deceased TFGC Life Members sending the information regularly to the TFGC Membership Database Chairman and *TVG* Editor.

LITTER/RECYCLING/RECLAMATION/WASTE MANAGEMENT:

This Chairman shall work in cooperation with the Legislation, Civic Development and other committees to see that laws are passed and enforced to prevent litter blight. The Chairman shall report reclamation centers in the state. Recycling helps industry obtain essential materials to develop energy independence and to conserve natural resources, and this Chairman shall encourage clubs to participate in these programs.

Waste management includes concerns of solid waste reduction and management, including litter control and Adopt-A-Highway, recycling, reuse, reduction in commercial packaging, hazardous waste, and nuclear waste reduction and management.

This Chairman shall provide related educational materials and programs that will stimulate appropriate community action in the field of litter prevention, reclamation and waste management.

MEMBERSHIP DATABASE: The TFGC Membership Database Chairman is solely responsible to the TFGC President and reports to the TFGC Board as required. This Chairmanship requires computer experience in working with spreadsheets that require full participation of the Chairman. The Chairman maintains a current spreadsheet (by club) of all active TFGC club members' names and addresses, as well as life members, drops, deaths, inactive members, garden club councils, national affiliates, and plant societies. District Judges Councils are recorded with the TCNAFSJ Chairman. TFGC presidential information is supplied to NGC by this Chairman. The spreadsheet includes notation of all individual club presidents and any other pertinent information deemed necessary, such as members of more than one club. The complete spreadsheet should be shared with the TFGC President and Treasurer. Refer to TVG Editor job description, bullet eight for the spreadsheet list. A report may be submitted to *TVG* Editor for purposes of maintaining a current mailing list. This Chairman will process the change of address information received from the US Postal Service and the address of this Chairman will be listed on the TVG for this procedure. The mailing company advises the Membership Database Chairman of updated addresses and questionable delivery copies to update the TFGC database.

Individual district spreadsheets are to be shared only with their respective District Director and District Membership Chairman. Spreadsheets on any level are not to be shared with the general public or any other organization.

Each individual club is to send their membership list and dues on Form C-Annual Membership/Dues Form to their respective District Director by the yearly due date of April 1. The list should reflect all necessary updates regarding individual member status including receipt of the TVG by paper or website. If no preference to paper or website for TVG is marked on the Form C, the default preference will be website until this chairman is notified by a member. Each District Director shall coordinate with their respective Membership Chairman and Treasurer to ensure accuracy of all lists. Any discrepancies found on the list submitted should be corrected through contact by the district with their individual clubs. The TFGC Treasurer will forward copies of Form C and Form D-New Member Notification to this Chairman. Form E-Member Change Notification is sent to this Chairman for purposes of updating the database and submission to *TVG* Editor. Form E is updated/changed by this chairman.

MEMBERSHIP DEVELOPMENT: This Chairman coordinates activities with District Directors and District Membership Chairmen to bring existing Tennessee clubs into TFGC, to form new clubs in TFGC, to recruit new individual members, to encourage small clubs to form garden club councils, and to provide any pertinent information relative to club membership.

The Chairman also supplies districts with any necessary printed material, training aids and/or ideas that will help recruit new club members. This Chairman reviews the NC-New Club Application Form for all required information before the form is presented for signatures and brought before the board. Upon completion of the application form, a motion form is submitted by the District Director to the TFGC Board of

Directors at the next available board meeting for final approval of the new club. Refer to TFGC Website for Form NC-New Club Membership Application which shall be updated by this Chairman.

NGC MEMBER SERVICES: The Member Services Chairman's theme is "One Stop Shopping for Every Garden Club." This Chairman promotes the vast array of items listed on the NGC Website. The National Garden Club Headquarters which houses NGC Member Services, stocks NGC publications, basic information kits for Club Presidents, program materials, Bylaws and Standing Rules, approved flower show supplies, convention ribbons and badges, Vision of Beauty Calendars, slide programs, videos and loan materials. Refer to the NGC Website www.gardenclub.org to browse for items to purchase or download to print certain documents and forms. To directly order phone: 1-800-550-6007; E-mail: headquarters@gardenclub.org; Fax: 314-776-5108.

NGC PERMANENT HOME: The National Garden Clubs, Inc. (NGC) Headquarters is called "Permanent Home" and is in St Louis, Missouri. Income from the Permanent Home Endowment Fund is used to support the building, grounds, furnishings and equipment, and maintenance. This fund has been built from dedicated garden club members.

In the Spring of 1971, Tennessee became 100% in donating \$1.00 per member to Permanent Home. To retain the 100% status, clubs use the Form E-New Member Notification Form and send \$1.00 for each new member added since the past membership dues payment. Using the New Member Notification Form, the garden club treasurer includes a list of the new members, a check payable to TFGC for each new member and sends all to the TFGC Treasurer. The names of 100% clubs shall be submitted regularly to Editors of *TVG* and *TNG*. All clubs are urged to contribute to Permanent Home, regardless of the 100% status. All donations will be forwarded by the TFGC Treasurer to NGC Headquarters to honor our TFGC Presidents.

NATIONAL AFFILIATES/PLANT SOCIETIES LIAISON: This Chairman shall maintain and update lists of National Affiliates and Plant Societies memberships and forward to all District Directors for dissemination on a quarterly basis. Lists are prepared and updated by this Chairman based on membership applications received from District Directors and referrals from the Horticulture/Improved Cultivars Chairman.

Membership of plant societies are based on TFGC Bylaws, Article III, Membership and Dues, Section I, which states: Affiliate membership may be held by Audubon, plant and ornithological societies and garden departments of other clubs. Membership is not based on nor refused to anyone for reasons of race, religion, color, national origin, disability, gender or age. Section 5, states Audubon, plant and ornithological societies and garden departments of other clubs may become affiliates of Tennessee Federation of Garden Clubs, Inc., without the privilege of voting or holding office. A National Affiliate/Plant Society meets the following criteria:

- A member of a permanent statewide or national plant society,
- Entitled to representation at annual meeting by their president or alternate,
- Pays annual dues according to Article III Sec. 5 of the TFGC Bylaws,
- Need not belong to a district.

Plant societies are invited to state meetings/conventions, receive the state magazine (one copy for society president), may receive advertisement in *TVG*, work with garden clubs for programs and speakers, receive garden club members as members in their societies, enter flower shows or garden clubs sponsor a plant society flower show, and receive the benefits of all other information.

The Chairman reminds Affiliates and Plant Societies that dues are payable April 1. An application fee of five dollars (\$5) and membership dues for one year of twenty dollars (\$20) payable to Tennessee Federation of Garden Clubs, Inc., shall be sent to the District Director Chairman who shall process the application. Refer to the TFGC website for Form G-Affiliate Membership Application and Renewal. Applications are to be reviewed

and confirmed by the district prior to submission to TFGC. District Directors shall forward the application and check to the TFGC Treasurer who will record the information and send this same information to the Membership Database Chairman and this Chairman.

NATIONAL GARDEN WEEK: In 1987, the Senate and House of Representatives in the State of Tennessee designated the week of the first Sunday in June in each year as The Garden Week. A proclamation was signed in perpetuity by the Governor. The Chairman of National Garden Week shall encourage all garden club members to observe the week with educational activities and projects that stress the benefits of gardening. A series of programs such as the planting of trees by school children, memorial plantings, garden programs on radio and TV, garden tours, and series of proclamations can be planned. The chairman shall encourage gardeners to share food, flowers and plants with nursing homes, the sick, shut-ins, and friends. The Chairman shall develop ideas for garden clubs, Councils and Districts to use and to bring this week to the attention of communities and local governments.

NATIONAL/TENNESSEE NATURAL DISASTERS: The term natural disasters refer to devastation created by flood, tornadoes, hurricane, earthquake, ice storm, fire, etc. (nationally or within the state of Tennessee). This Chairman will encourage contributions to the National or Tennessee Natural Disasters Funds. Club contributions should designate National or Tennessee and shall be submitted (TFGC Receipts Transmittal Sheet-Form A) to the TFGC Treasurer. Donations not designated will be split 50%-50% between National and TN. The TN Natural Disaster funds remain in the TFGC treasury. International Disasters was removed by NGC October 1, 2019.

NATIVE PLANTS: This Chairman shall encourage the protection, planting, growing, and identification of native plants in Tennessee. A native plant book *Native Plants of Tennessee: A Book of Lists* was published by TFGC in 2019-2020.

PENNY PINES: The Chairman educates, promotes and raises funds for this conservation program in which NGC partners with the USDA Forest Service to replant replacement trees indigenous to a damaged area of a National Forest.

The chairman works with the TFGC Treasurer for accumulating the donations and is responsible for sending the donations, which must be made in \$68.00 increments, using the NGC Penny Pines Form to NGC Headquarters. Donors use the TFGC Form J – Penny Pines Donations(s) and may designate a specific National Forest where the donation may be used. In addition, they can make the donation in honor of an individual or group. NGC issues a certificate acknowledging the donation. The Chairman is responsible for filing the NGC form with the donated funds and for distributing the certificates to the club, individual or who made the donation. The Chairman also keeps a record of the donations.

PERSONNEL: Any TFGC members who wish their names to be submitted or when requested, to NGC and DSGC for potential committee jobs, is handled by the TFGC President to NGC and DSGC according to the NGC and DSGC timelines.

PLANT IT PINK: This is an NGC continuing project, which recognizes that virtually all of us have been touched in some way by breast cancer. This Chairman would encourage garden clubs to plant pink gardens at hospitals, cancer centers and memorial gardens, participate in garden therapy activities, offer pink flower show classes and participate in other activities to promote awareness of the fight against breast cancer. Projects may be carried out by garden clubs working alone or by partnering with appropriate groups of their choice.

PROTOCOL: According to Webster’s Dictionary, Protocol means the code of ceremonial forms and courtesies, of precedence, etc. accepted as proper and correct official dealings. This Chairman shall be available for consultation any time there is a state or Annual Meeting involving District, TFGC, NGC and DSGC Officers. *The NGC Protocol Handbook* shall be used as a guide in all matters concerning protocol and is available on the NGC Website to print a copy.

PUBLIC RELATIONS/MEDIA: This Chairman shall promote and publicize objectives and special projects of TFGC, NGC and DSGC. New programs and projects shall be forwarded to the District Chairmen with adequate information to enable them to promote same with club members. This Chairman shall periodically reemphasize the importance of interaction and relationships between the board members, clubs, judges and individual members and shall be a goodwill ambassador for TFGC

PUBLICITY: This Chairman creates newsworthy articles to e-mail or hard copy to TFGC members for special events prior to the event. The Chairman prepares press releases in advance of events (i.e. conventions, conservation camp and district meetings) for TFGC officers to insert their information for publication in newspapers, magazines or *TVG*. District Publicity Chairmen send their information to this Chairman for TFGC publication.

RECOGNITION AND REMEMBRANCE BOOK: When donations are made to honor or memorialize garden club members and friends or when honorariums are given for programs, this Chairman acknowledges the gift to the proper person or persons. Donated funds are sent to the TFGC Treasurer who reports to this Chairman. This Chairman enters the contributions in the book housed at IRH&G/Racheff. The monies will be used by IRH&G/Racheff as seen fit.

REFORESTATION: The Chairman provides information on Tennessee forests such as protecting our forests, investing in our forests and the infestation of our forests. This Chairman encourages garden clubs to work with local forest departments and to have club programs about Reforestation.

RESOLUTIONS: This Chairman shall be prepared to draw or accept resolutions, apart from those involving legislations, for presentation to the Board. The Chairman shall present the Courtesy Resolutions for the annual convention provided a convention resolutions chairman has not been appointed. Resolutions may express gratitude for exceptional work in areas of service, such as beautification and preservation or may concern such subjects as protesting destruction by builders or contractors or damage to historical areas. With a committee of two additional members appointed by the President, said chairman shall sign all such resolutions following approval by the Board of Directors.

SCHOLARSHIPS: This Chairman shall work with the Department of Horticulture at The University of Tennessee and its branches, as well as other Tennessee universities and colleges, to recommend recipients for scholarships in horticulture, floriculture or related fields. Applications for these scholarships shall be presented to the Board of Directors for approval. This Chairman shall urge university officials to have a student prepared to apply for the NGC Scholarship before December 1. All scholarship forms are updated by this chairman. Refer to the TFGC Website for the scholarship forms.

STATIONERY AND PRINTING: As of 2019, TFGC has a surplus of stationery at IRH&G/Racheff and with the TFGC President. An order for stationery or printing can be designated to an officer or chairman by the TFGC President.

TN EXECUTIVE RESIDENCE PROJECT (TNERP): This project is a TFGC statewide program designed to raise funds from member contributions across the state to provide fresh flowers and floral designs for specific projects at the TN Executive Residence at the invitation of The First Lady of Tennessee. The Chairman of the committee acts as liaisons between TFGC and the Office of The First Lady to plan design opportunities and

secure design participants from the four districts and garden clubs across the state on a rotating basis whenever possible.

Funds for this project are derived from voluntary donations. Garden clubs are encouraged to contribute at a minimum level of one dollar (\$1.00) per member; although historically, many garden clubs have contributed annually at a level greater than this. The treasurer of each club sends all donated funds to the TFGC Treasurer. The committee and participants of the TNERP send their receipts to the TFGC Treasurer for reimbursement.

The budget for each event is to be determined by the TNERP Chairman and is based upon the available funds. Generally, design opportunities center around a holiday or special event and may include gate decorations, as well as arrangements throughout the residence and/or Conservation Hall and large tents on the grounds. An activity and status report are distributed at the quarterly state board meetings and the annual convention. Articles describing recent projects are submitted to *TVG* Editor.

THE NATIONAL GARDENER (TNG): *The National Gardener*, the official magazine of NGC, is published four (4) times a year. In April 2021, the TNG will be available on the NGC website only. Subscriptions will no longer be required after April 2021. TNG is dedicated to keeping the membership informed on organizational matters, promotion of objectives, projects and programs.

THE VOLUNTEER GARDENER (TVG) EDITOR: TFGC members who pay dues receive *TVG*. Nonpaying members may subscribe to *TVG* for \$7.50 per year. The Editor shall plan and have published the official publication of the TFGC *TVG*, and shall:

- Compile and publish four issues annually, consisting of Spring, Summer, Fall, and Winter issues by referring to the TVG Editor Timeline revised July 2019. Timeline is available from the TVG Editor or the TFGC President;
- Deadlines to submit information are stated on the back cover of each issue. Material received after those dates shall be considered for publication in a subsequent issue. Deadlines are strictly adhered to as published.
- Solicit electronic or written material and photographs for special articles that the TFGC President suggests or agrees should be published;
- Work with the TFGC President to print an updated copy of the TFGC Bylaws in *TVG* once during each two-year administration (Spring BOD Meeting, April 18, 2017).
- Assemble materials as they come in, select and transmit by e-mail to the Associate Editor articles (at the Editor's discretion) for editing and proofing. A final pdf of TVG will be sent to the Associate Editor for a final proofing as time permits. Articles may be modified at the discretion of the TVG Editor and/or the TVG Associate Editor.
- Have copy ready for the printer fourteen (14) days in advance of the publication month and consult the TFGC President for a final check before approval is given;
- Complete electronic files in a format acceptable to the printer, such as portable document format (pdf) or Adobe InDesign and transfer electronic files to the printer. The printer provides a pdf of the print-ready copy for approval prior to printing. Printer does not charge for extra or overage of TVGs.
- The printing company engages a mailing service. The membership database is provided to the Editor who, in turn, transmits the list to the printer for use by the mailing service. The updated mailing list includes addresses with TFGC members and life members in good standing, and a list of advertisers (if any), NGC Officers, DSGC State Presidents, who shall receive complimentary copies of TVG. The printing and mailing service companies will bill directly to the TFGC Treasurer, who then submits the

payments to the companies. The Editor advises the TFGC President the release date to the website and possible mailing date to the members.

- TVG is mailed as a non-profit, presorted standard rate of postage by the mail service company. The company advises the Membership Database Chairman of updated addresses and questionable delivery copies to update the TFGC database.
- As of 2020, the Form C-Annual Membership/Dues Form will record each member to receive the TVG by paper or view on the website (BOD October 15, 2019).

Copy to be included in *The Volunteer Gardener* shall be submitted to the editor by the deadline and in the following manner:

1. Articles shall be sent using Microsoft Word and e-mailed to the editor. Use single spaced, size 12 font maximum for all articles. District Directors can delegate a member to convert hard copy articles into Microsoft Word and forward to the editor.
2. Photographs shall be submitted electronically as jpeg (.jpg) files of sufficiently high resolution (note: large format smart phone photos or equivalent are best) via e-mail, with all pertinent people identified and a suggested caption; or original photographs can be mailed by regular post to be scanned by the TVG Editor.

Extra copies of each TVG issue are stored in the Archives vault at the TFGC Headquarters/Racheff.

THE VOLUNTEER GARDENER (TVG) ASSOCIATE EDITOR: The Associate Editor will communicate and work with the TVG Editor to edit materials for correctness, spelling, punctuation and clarity. The Associate Editor will have the authority to rewrite articles that are incomplete or unclear; rewrite and reorganize for ease of following and clarity, as well as to accommodate the article in the space allowed as directed by the Editor. The TVG Editor and TVG Associate Editor will communicate by email for all materials sent to be published in the TVG issues.

TREES: This Chairman aims to inspire each district to gain a better understanding of the importance of trees and their impact on our lives and the world we live in. The Chairman shall encourage the planting of memorial trees to mark special occasions, to honor a club member for special service rendered or to memorialize deceased members. This Chairman shall keep up-to-date information on the effects of problems such as acid rain, pine beetles and tent worms on trees throughout the state. The Chairman shall work with the Tennessee Department of Transportation and local governments to promote tree plantings and beautification and shall work with the Legislation Chairman to have laws affecting the unnecessary cutting of trees on state highways repealed or amended.

TRILLIUM CONSULTANTS COUNCIL OF TFGC (TCC): This Council represents consultants, having received their status from any one or all three of the NGC Schools (Environmental, Gardening and Landscape Design), and selected the name of the three-level Trillium at the pre-convention meeting of the joint schools on June 19, 2018.

The presiding officer, known as Council President, of TCC shall be a Consultant in either the Environmental, Gardening and/or Landscape Design and in good standing. The officer shall be elected as Council President of the Trillium Consultants Council of TFGC. The Council shall give assistance to the three (3) NGC schools and refreshers. The Council President shall be appreciative of beauty and its creation through the continued and advanced study of the three schools. This president shall encourage clubs to consider improvements of home grounds, public areas in our communities and support all areas of our environment, gardening and landscape design. This Council shall encourage consultants to participate in the NGC guidelines for a state council (NGC Article X page 31).

The NGC Schools (Environmental, Gardening and Landscape Design) may be sponsored by a local garden club, council, district, judge's council, judges study club or the state federation with surplus funds being retained by the sponsor.

1. **ENVIRONMENTAL SCHOOLS:** The mission of the NGC four-course accredited School is to teach environmental literacy, to cherish, protect and conserve the living earth. The study is an approach to understanding the environment and the interdependence of plants, animals and man. Qualified and knowledgeable speakers are engaged for each eleven-hour seminar, including a two-hour field trip. The required textbook, "Living in the Environment" by Miller, is available through NGC. Course 1: Ecology and Environmental overview; Course 2: Land; Course 3: Air and Course 4: Water. A written examination is given for each course after all units of study and the field trip are completed. Upon successful completion of all four courses, the student becomes an accredited Environmental Consultant.

The chairman acquires TFGC Board approval for an Environmental School in TN and registers each course three months in advance with the NGC ES Accrediting Chairman and NGC Headquarters.

2. **GARDENING SCHOOLS:** Gardening Schools were established in 1977 by NGC to stimulate interest in all phases of gardening and horticulture. The program consists of four courses, followed by an examination. Areas of study include basic botany, soils, annuals, perennials, trees and shrubs, pests, diseases of plants, pruning and many other selected topics.

Any club, group of clubs, district or state organization affiliated with NGC may sponsor a series of courses. Courses need not be taken sequentially. Completion of a series of four courses and the exams awards the garden club member a Gardening Consultant Certificate. The Certificates are renewed in accordance with NGC procedures and become invalid if not renewed in five years. Master Status is granted upon renewing the certificate for the fourth time. The Certificate of Good Standing records are kept by this chairman.

This chairman is responsible for the gardening program throughout the state, ensures that all courses meet NGC requirements, keeps records of all courses held within the state, and maintains files on all accredited Gardening Consultants in TN.

3. **LANDSCAPE DESIGN SCHOOLS:** The Chairman shall be a Landscape Design Consultant in good standing and shall be appointed by the TFGC President. This Chairman shall be in contact with NGC regarding Landscape Design Schools, Refresher Courses and Credentials of each Consultant. This Chairman may be chairman of a School or may appoint a School Chairman to conduct a Landscape Design School, including all aspects related to the school. This Chairman may either keep or appoint a Landscape Design Accrediting Consultant to keep Credentials for all Landscape Design Consultants in the state. The Landscape Design Chairman may conduct all necessary refreshers and tours or may appoint a person to conduct.

WATER/WETLANDS CONSERVATION: This Chairman shall develop and implement programs focusing on water conservation and water quality, providing information to each garden club with emphasis on the problems and specific issues within their area. This Chairman shall publicize through *TVG* the seriousness of groundwater depletion, groundwater quality, water supply, surface water quality and wetlands protection. The Chairman will be aware of the development and implementation of the Clean Water Act, Safe Drinking Water Act and other related laws and government programs in Tennessee. Said Chairman shall encourage clubs to have programs that will educate and alert members to all water problems, shall promote workshops and submit appropriate articles to *TVG* and shall cooperate with the Conservation Camp and Legislation Chairman for

follow-up activities that relate to groundwater.

WAYS AND MEANS: This Chairman shall research and develop fund raising projects and ideas for garden club projects to benefit TFGC, Districts or clubs. The Chairman and the committee shall endeavor to complete any fund-raising projects that may have been carried over from previous administrations.

Ways & Means funds are received by the Racheff Treasurer for the Amazon Smiles Program for TFGC/Racheff. The Kroger account funds are received from Wanda Copley (cell: 615-890-4458; email: wannymommy@gmail.com), who the account is registered in and who sends the funds to the TFGC Treasurer.

WEBMASTER--- TFGC Website Address: www.tfgconline.org : This Chairman shall work closely with the President and *TVG* Editor to keep the TFGC Website updated. The Chairman does not change or create information for the website but will screen information submitted and with the approval of the President, decide what should be included on the website.

This Chairman shall insert information received from the president, officers and chairmen. It is up to the president, officers and chairmen to change or correct their documents and send to the webmaster to insert and/or replace what is on the website. Anyone having information to be posted shall submit it to this Chairman. (The web address of the National Garden Clubs, Inc. is: www.gardenclub.org, and the web address of the Deep South Garden Clubs, Inc. is: www.dsgardenclubs.com).

WILDFLOWERS: This Chairman shall encourage the protection, planting, growing, and identification of wildflowers (native and naturalized) in Tennessee.

WILDLIFE/ENDANGERED SPECIES: This Chairman shall promote knowledge, conservation and appreciation of plants and animals that are affected by the environment and are in danger of becoming extinct. The Chairman shall publicize updated lists of endangered species and have them available for garden clubs and youth groups to use and shall cooperate with related committees in promoting and planning constructive preservation action.

TFGC YOUTH

HIGH SCHOOL DISTINGUISHED SERVICE PROJECT AWARD: This is a new 2018 NGC award to be awarded to a high school student, grade 9-12, for an outstanding civic project making a significant improvement for public benefit, e.g. environment, conservation, landscape, horticulture, recycling, horticulture therapy, etc. A single member club, group of member clubs, districts or a state garden club must sponsor the contest. Garden clubs are encouraged to reach out to youth groups already formed or classes at school.

HIGH SCHOOL ESSAY CONTEST: This Chairman reports to the Awards Chairman and is responsible for promoting and receiving all High School Essay entries and for having the entries judged. TFGC deadline is before December 1. The Deep South deadline is before January 1. The High School Essay Contest is open to all students attending senior high school with the National winner awarded a \$1,000 Scholarship. Rules, themes, scale of points and deadlines are published in *TNG* in odd-numbered years or can be found on the NGC website.

NGC YOUTH GARDENING (YOUTH GARDEN CLUBS): This Chairman reports to the Awards Chairman and encourages the formation of Youth Garden Clubs in the following categories:

- Juniors: Pre-K – Grade 6
- Intermediates: Grades 7-8
- High School: Grades 9-12

Youth clubs may be established with neighborhood children, school classes, 4-H groups, Boy/Girl Scouts, church groups, etc. Programs should be tailored to the interest of the membership and to the grade level. NGC offers on their website online store *Youth Floral Design Lesson Plans* to assist with the formation of youth clubs and program ideas. Youth clubs must be sponsored by an adult garden club that is a member of NGC (if your club is a member of TFGC, you are a member of NGC), have a minimum membership of four for Juniors and Intermediates and five for High School clubs, and meet a minimum of four times during the club or school year. All youth clubs register with this Chairman. Using TFGC Form H-Youth Garden Club Registration, the

sponsoring garden club registers the youth club each year by December 1 to qualify for youth awards. First time application fee is \$7.00 and the annual registration fee is ten dollars (\$10.00) dues for each youth garden club. This Chairman will register youth clubs with the Awards Chairman when TFGC dues are paid and requirements are met. The youth club dues are sent through District Directors to the TFGC Treasurer. Form H shall be updated by this chairman.

Another membership category of youth clubs is Special Youth Clubs, which may be organized to meet the requirements of children with special needs or those in crisis (hospitals, drug treatment centers, battered women's shelters and juvenile detention homes, etc.). These clubs differ from the regular youth category in that they are not required to have a minimum number of members, regular meetings and members' names need not be recorded in a yearbook. NGC asks that Special Youth Clubs send a short annual report to this Chairman with the following information: sponsoring club, age range of children, meeting place, types of activities, and times and dates of meetings.

SCHOOL GROUNDS/OUTDOOR CLASSROOMS: This Chairman reports to the Awards Chairman and encourages clubs, councils and districts to participate in school grounds improvement projects such as establishment of butterfly gardens, native gardens, wildflower trails, and wildlife habitats. Creating outdoor classrooms, planning cleanup days, landscaping the school's entrance, nature programs for youth in an outdoor setting and assisting students in planting vegetable gardens are all projects worthy of state and national awards.

The Chairman shall help maintain the existing outdoor classroom located at IRH&G/Racheff and encourage clubs to use this outdoor classroom.

SMOKEY BEAR/WOODSY OWL: In cooperation with the USDA Forest Service, State Foresters and NGC, the Smokey Bear/Woodsy Owl (SB/WO) Poster Contest is a creative program to educate children about the importance of fire prevention and basic environmental conservation principles. The contest is open to students in grades one through five.

This Chairman reports to the Awards Chairman. Chairman shall publicize and promote this contest among the youth and shall furnish contest details and procedures to all districts. Garden clubs' winning posters shall be submitted to this Chairman by the TFGC deadline, January 22nd. This Chairman is responsible for the judging and forwarding of garden club winners to the DSGC Chairman by the deadline, February 15th.

Garden clubs are free to present "Certificates of Appreciation" (download from NGC website) to all children who enter the contest whether they win or not. Refer to NGC website for detailed information and refer to NGC and DSGC Smokey Bear/Woodsy Owl Contest Awards printed in *TVG*.

YOUTH POETRY CONTEST: This Chairman reports to the Awards Chairman and is responsible for promoting, receiving and arranging for the judging of poetry contest entries. Kindergarten through ninth grade and special education students are eligible for the Youth Poetry Contest. TFGC deadline is December 1. The Deep South Poetry Chairman deadline is January 1. Refer to this Chairman for themes, rules and procedure for entries.

YOUTH SCULPTURE CONTEST: This Chairman reports to the Awards Chairman and is responsible for promoting, receiving and arranging for judging of sculpture contest entries. The Chairman encourages youth to keep our planet green and get involved with saving the environment. This contest is open to children in grades four through eight. Applications with photos are submitted to this Chairman before January 1st. This Chairman submits TFGC winners to DSGC Youth Sculpture Contest Chairman by Jan 15. DSGC Chairman submits winners to NGC Chairman by Feb. 15.

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

TFGC SPECIAL PROJECTS: This Chairman or Chairmen will promote the TFGC Special Project for the administration term to achieve the goals of TFGC by notifying all Districts of the project and shall compile the book of evidence to apply for any awards offered.

DEEP SOUTH GARDEN CLUBS, INC.

DSGC PROJECT: This Chairman shall serve as Chairman of the DSGC Project, which is a two-year project for the six southeastern states in the Deep South Garden Clubs, Inc. A conservation project is selected for each administration. The six states compete for first place in carrying out the goals and objectives of the project. This Chairman shall inform the districts with printed information regarding ways that they can participate in this project. The Chairman shall keep each district abreast of all incoming information from the DSGC Project Chairmen. The Chairman encourages participation from all.

The four districts collect information and photographs on projects pertaining to the DSGC Project and compile a Book of Evidence (BOE) for their respective district. Having a District DSGC Project Chairman appointed in each district is beneficial. These BOEs may be entered as District Projects in the DSGC Project. Copies are sent to the TFGC DSGC Project Chairman who compiles the four BOEs into one BOE to enter for state competition in the DSGC Project Start Award. Refer to DSGC Project information printed in TVG and on the DSGC website.

NATIONAL GARDEN CLUBS, INC.

NGC SPECIAL PROJECTS: The Chairman will promote and provide all materials from NGC to the TFGC Districts and garden clubs interested in achieving these projects. NGC Special Projects information for awards and books of evidence will also be provided by this Chairman.

Each administration may add additional chairmen or change chairmen as needed.

Revised: 2010, 2013, 2015, 2017, 2019, 2020, 2021